



## Pre-Classroom Notes - One Drive

**Step 1:** Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

**Step 2:** Open One Drive from 9 dots above on the left.

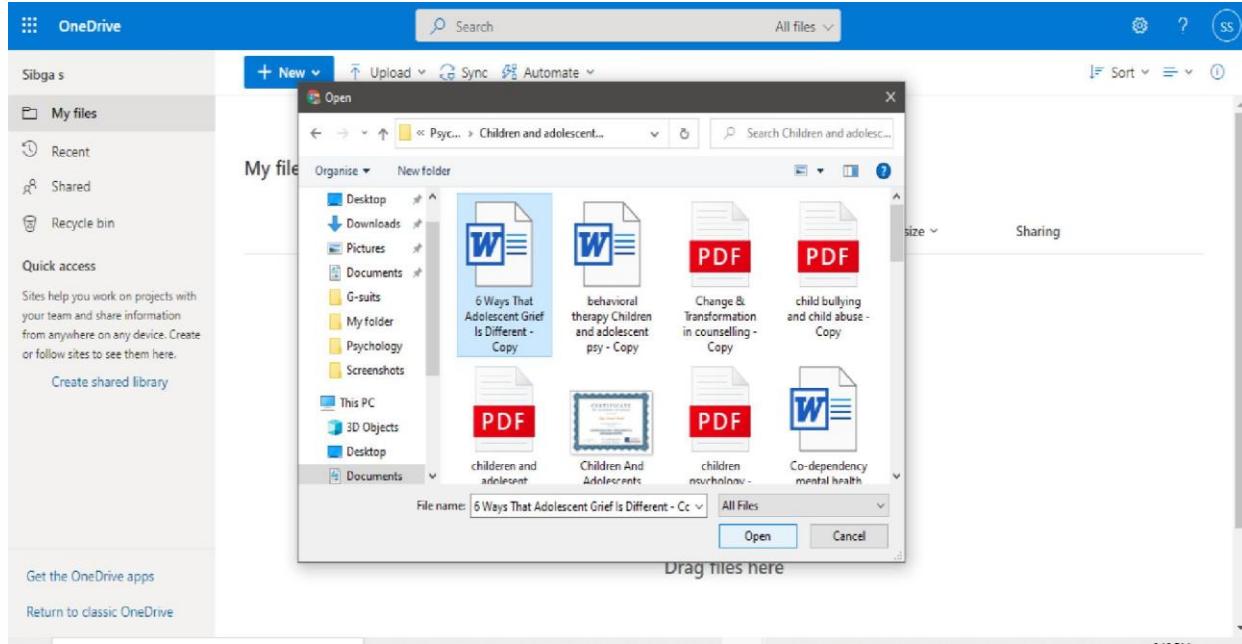
The screenshot shows the Microsoft Office 365 dashboard. On the left, there is a sidebar with 'Apps' (Outlook, Word, PowerPoint, SharePoint, Sway) and 'Documents' (Upload and open...). The 'OneDrive' icon is highlighted with a red box. The main area displays a search bar, a 'Shared' tab, a 'Favorites' tab, and a central message 'No content activity'. There are buttons for 'Upload and open...' and 'New'. The top right corner has an 'Install Office' button and a user profile icon.

**Step 3a:** Upload files or folders to OneDrive. Select Upload > Files or Folder.

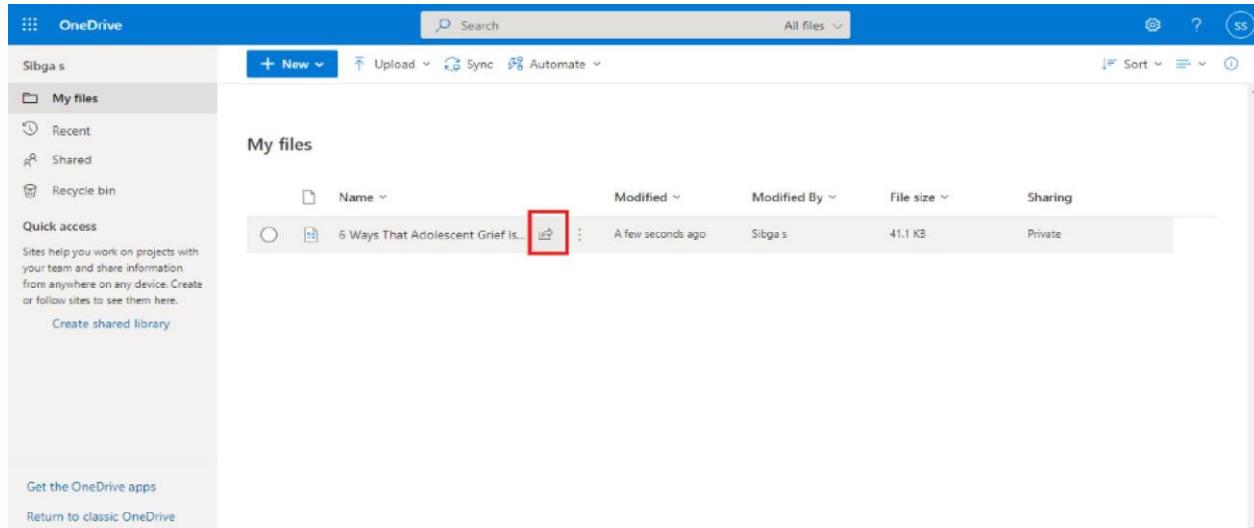
The screenshot shows the OneDrive web interface. The left sidebar includes 'My files', 'Recent', 'Shared', 'Recycle bin', and 'Quick access' sections. The 'Upload' button is highlighted with a red box. The main area shows a list of files and folders under 'My files', with 'Files' and 'Folder' highlighted with a red box. A large 'Drag files here' placeholder is visible at the bottom.



**Step 3b:** Select the files or folder you want to upload. Select **Open** or double-click the **Selected Folder**.



**Step 4a:** Share your uploaded Folder or File. Click on the share icon next to your shared file.





**Step 4b:** You can give edit access to your colleague, put their mail ID and click on the share button

The screenshot shows the OneDrive interface with a 'Send link' dialog box overlaid. The dialog box has several fields and buttons highlighted with red boxes:

- A dropdown menu for selecting sharing options, with the first option "Anyone with the link can edit" highlighted.
- A text input field containing "Academics - Sibga ..." which is also highlighted.
- A large blue "Send" button at the bottom right of the dialog box, also highlighted.
- Below the dialog box, there are two buttons: "Copy link" and "Outlook".

**Step 4c:** Click on the “Anyone with the link can edit” option and change the access

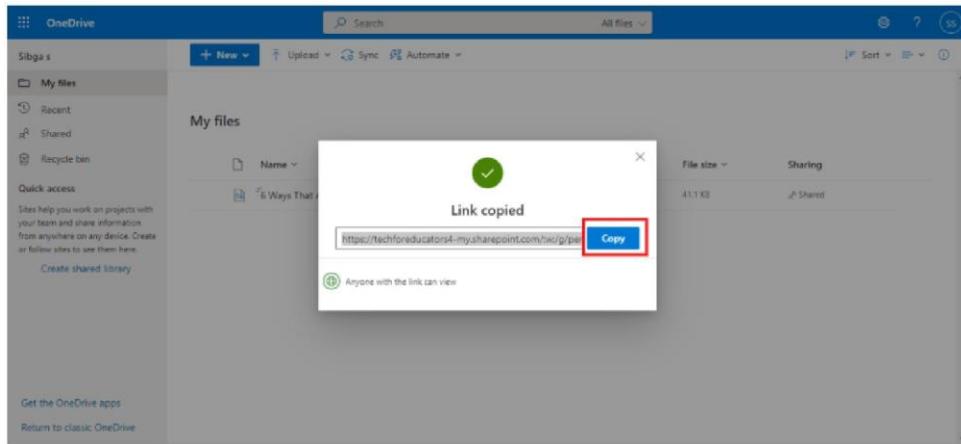
The screenshot shows the OneDrive interface with a 'Link settings' dialog box overlaid. The dialog box has several fields and buttons highlighted with red boxes:

- A dropdown menu for selecting sharing options, with the first option "Anyone with the link" highlighted.
- A checkbox for "Allow editing" which is unchecked, highlighted with a red box.
- A large blue "Apply" button at the bottom right of the dialog box, also highlighted.
- Below the dialog box, there are three buttons: "Set expiration date", "Set password", and "Block download".

Deselect 'Allow editing' option so that students whom you are sharing with can only view your file > Then Click on **Apply**.



**Step 4d:** Click the **Copy link** button and share it with your colleagues via email.



**Note:** We will learn about more features in the class